



# CITY OF FALLS CHURCH

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Department of Development Services

Zoning Division

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## CERTIFICATE OF OCCUPANCY

City Code 38-7(c) & (d)

The Code of the City of Falls Church requires a Certificate of Occupancy for certain uses and occupations of buildings and land within the city. It is unlawful for an owner or his agent, or any person or tenant to use or permit the use of any structure or land without first obtaining a Certificate of Occupancy for that use. A Certificate of Occupancy must show that a structure or premises complies with the code.

Procedure for obtaining a Certificate of Occupancy:

- A written application must be completed and submitted, and a fee paid, to the Division of Inspections / Public Works.
- The application will be forwarded to the Zoning Administrator and the Fire Marshall for approval of the intended use of the property.
- After all required inspections have been completed and the proposed occupation and use are found to be in compliance with the code, the Director of Public Works will approve the issuance of the Certificate of Occupancy. The Building Official issues the actual certificate.
- The applicant will be notified by phone or mail of either the approval or rejection of the certificate. Approved certificates can be picked up at the Division of Inspections.

New or Altered Commercial Structures:

- For Certificate of Occupancy applications regarding any new or altered commercial structure, the application must be accompanied by a plot plan. The plot plan must indicate the location of the property and any existing structures, proposed structures or alterations, as well as any adjacent structures having a bearing on the application.
- For projects that are already subject to the site plan provisions of section 38-29 of the code, site plans prepared under those provisions will suffice and no separate plot plan is required.

The Zoning Administrator, who is empowered to require compliance with the code, investigates complaints regarding the occupation or use of a property without a Certificate of Occupancy.

*Note: This is a summary of the Code. Please refer to 38-7 (c) & (d) for specifics and additional information. An online version of the Code is available at-- <http://www.ci.falls-church.va.us/>*